

Updating & Submitting the State Brownfields and Voluntary Response Programs Report

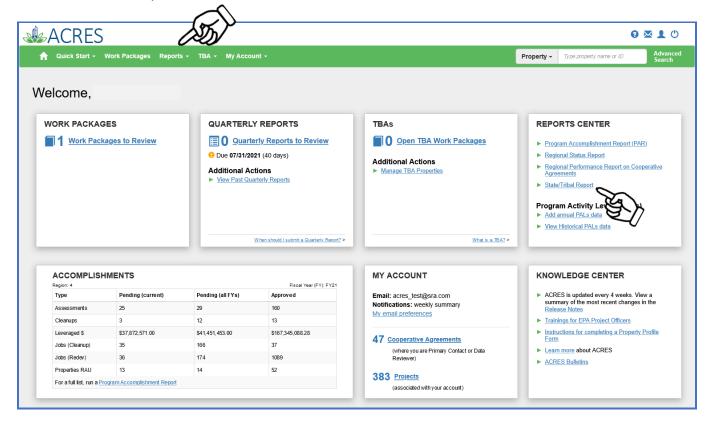
State Section 128(a) cooperative agreement recipients ("CARs") are required to update their State Brownfields and Voluntary Response Program information in the ACRES database at least once a year. This quick reference guide provides instructions on how State CARs can access, update, and submit this information.

Registering and Accessing ACRES

For helpful information regarding registration for new users and accessing ACRES, please see the <u>ACRES</u> Registration and Login Documents.

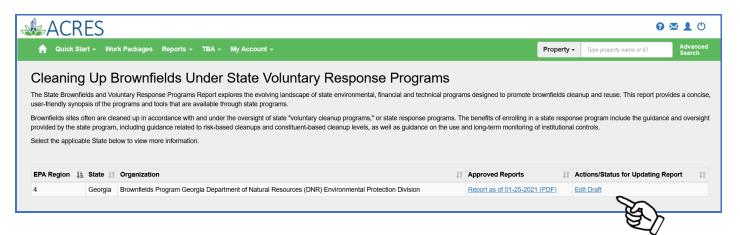
Entering and submitting State information

 From the top of your ACRES Home page, start by clicking State/Tribal Report on the Reports Center card. You can also access the report by clicking the Reports drop down menu and selecting State/Tribal report.

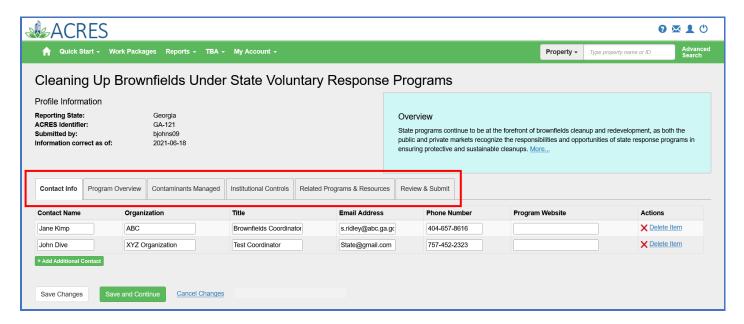




2. On your State report list, you can view previously approved State reports by clicking the approved report link. To update a report, find the Organization's report you would like to update and click **Edit Draft**. This link will open the State report.



3. The State report is divided into six sections- Contact Info, Program Overview, Contaminants Managed, Institutional Controls, and Related Programs & Resources. The final tab is the Review & Submit tab, where you can review your updates before submission to your EPA Project Officer (PO).





Note: On each tab of the State report-

To save changes, click the Save and Continue button To delete changes, click the Cancel Changes link



Tab I- Contact Info:

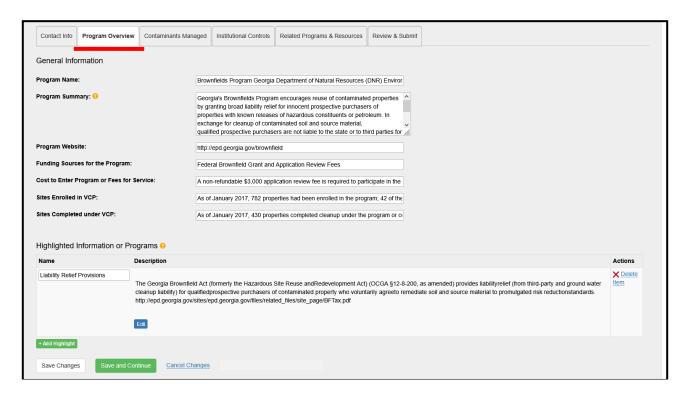
To add a line of contact info, click the +Add Additional Contact button.

To delete a line of contact info, click the X Delete Item link.



Tab II- Program Overview:

To add Highlighted Information or Programs, click the +Add Highlight button. To add text to the Description box, click the Edit button and type the text. To delete Highlighted Information or Programs, click the X Delete Item link.

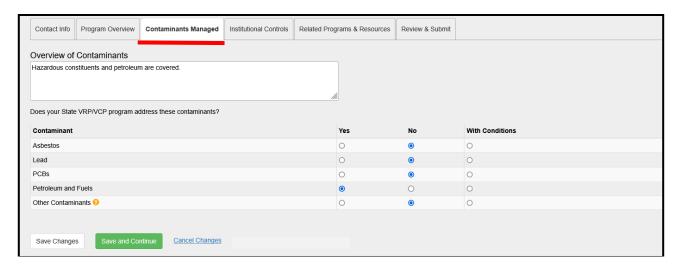




Tab III- Contaminants Managed:

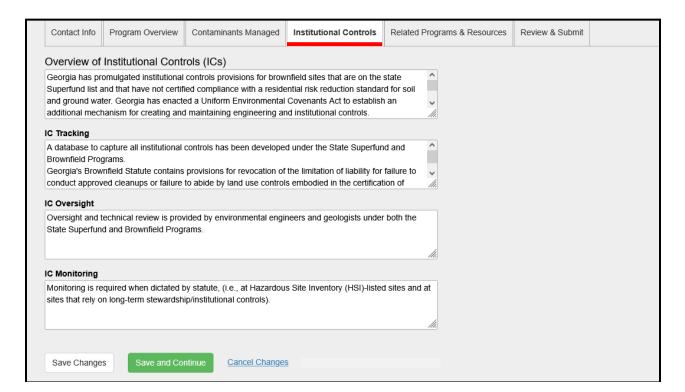
Type text into the Overview of Contaminants box.

Select radio buttons for Yes, No, or With Conditions. If you select With Conditions, a text box will display so you can document the conditions. Similarly, select Other Contaminants and a text box displays for details.



Tab IV- Institutional Controls:

Add text to Institutional Control boxes.



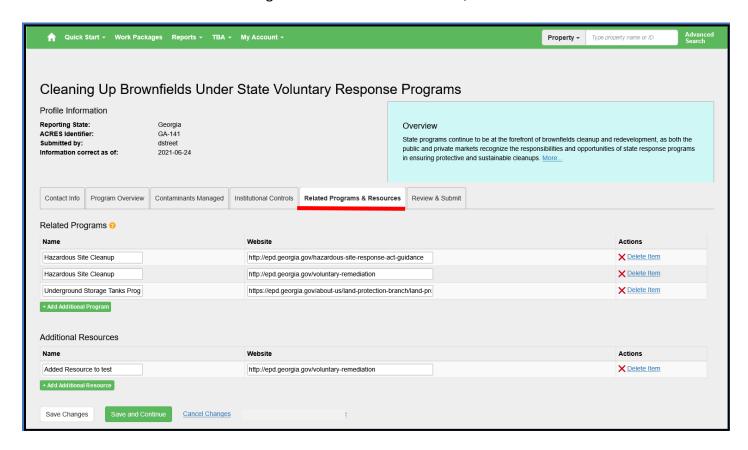


Tab V- Related Programs & Resources:

To add Related Programs, click the +Add Additional Programs button.

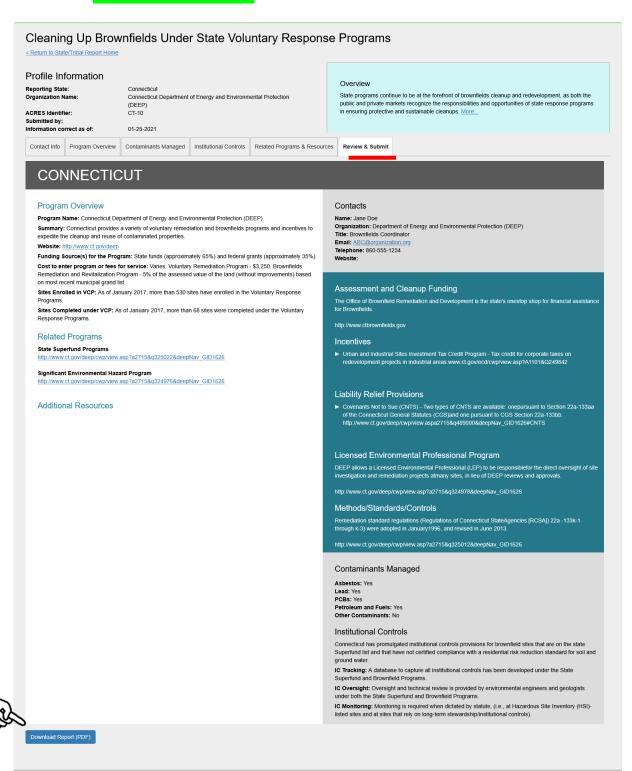
To add Additional Resources, click the +Add Additional Resources button.

To delete a line of Related Programs or Additional Resources, click X Delete Item.





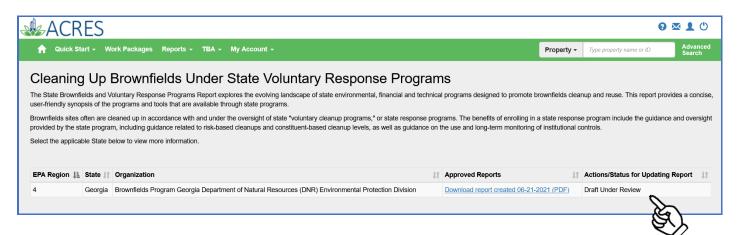
4. After you have updated the State report, you will need to submit to the State EPA Project Officer for review. To submit the report from the Review & Submit tab, scroll to the bottom of the page and click the >>Submit for PO Review button.





Note: The Download Report (PDF) button will convert your State report into a PDF document for easy printing and saving.

After the State report has been submitted to your State EPA Project Officer for review, the status of the report will update to **Draft Under Review.** Once the State EPA PO has approved the report, a link will appear under the Approved Reports column with the date created/approved.



ACRES Help Desk	
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